

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
ADULT DAY CARE PROGRAM DIRECTOR

1. JOB TITLE: ADULT DAY CARE PROGRAM DIRECTOR

- 2. DEFINITION:** The Director of the Adult Day Care is responsible for publicizing, recruiting and assessing participants for, planning and implementing appropriate activities for, overseeing the daily operation of, evaluating, record keeping, and securing funds for the program. The employee is under the supervision of the Senior Center Director or in the Director's absence, the Administrative Assistant. All employees are responsible to the City Manager. Directions given range from general to specific with a high level of independent judgement needed in decision making and completing required duties. This position is classified as Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens and, as Safety Sensitive; the employee will be subject to pre-employment, random, post accident, reasonable suspicion, promotion and transfer, return to duty and follow up drug and alcohol testing.

3. EQUIPMENT/ JOB LOCATION:

- a. The employee operates a multi-line telephone system, copy machine, personal computer, word processor, adding machine, and other modern office equipment. The employee will operate or be familiar with recreation, arts and crafts, and other equipment appropriate for stimulating activities. The employee must have the ability to safely operate a motor vehicle.
- b. The employee works indoors in the St. Clair Street Senior Center which is a smoke-free environment. Occasional field trips for participants may be taken to sites of interest in the surrounding community. The employee may periodically speak to community groups or organizations in fulfilling fund raising responsibilities.

4. ESSENTIAL FUNCTIONS OF THE JOB:

- a. Raises funds needed for operation of the program to make up any difference between user fees and actual costs incurred.
- b. Maintains procedures for documenting attendance by participants for required program reports, collecting and receipting payment of fees for service and completes deposits slips in a timely manner.
- c. Publicizes and promotes the program in various media and recruits new participants.
- d. Interviews potential applicants for Adult Day Care staffing positions and makes hiring recommendations to Director.
- e. Conducts initial screening and assesses prospective participants for suitability for the program.
- f. Maintains individual records on each participant to include basic personal information, biannual goal setting, quarterly progress notes, and referrals to community resources as needed.
- g. Arranges for CPR instruction for day care staff.
- h. Keeps informed of the State of Tennessee Adult Day Care requirements and makes recommendations to the Senior Center Director as needed.
- i. Completes and submits the required licensure information and reports as required by the State of Tennessee.
- j. Operates the Day Care Program in a manner that complies with regulations.
- k. Assists the Activity Assistant in planning and implementing programs and in creating a

monthly calendar of activities.

- l. Maintains confidentiality in regard to participants, their families and or caregivers.
- m. Sets up equipment as needed for activities.
- n. Recruits, screens, trains, and manages volunteers assisting with the program ensuring policies and procedures are followed.
- o. Safely operates an automobile for the purpose of public relation duties.
- p. Sits, stands, stoops, walks intermittently and lifts objects weighing up to 30 pounds.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Becomes knowledgeable of other community services and resources for older individuals in order to make appropriate referrals.
- b. Attends conferences and training workshops as permitted by time constraints with regular duties.
- c. Attends Senior Center committee, Advisory Board, and City Council meetings relevant to the operation of the day care program.
- d. Develops and updates as needed materials for promotion and publicity purposes including flyers, brochures, and publicity releases.
- e. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least 21 years of age.
- b. College degree in a relevant area, e.g., Psychology, Social Work, Sociology or Gerontology required, or, any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities for the position.
- c. Prior experience with older individuals with dementia preferred.
- d. Must have legal authorization to work in the United States of America.
- e. Must not have been convicted of or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor, or controlled substances.
- f. Must have own transportation and maintain vehicle liability insurance.
- g. Must have a drivers license valid in the State of Tennessee.
- h. Must possess and maintain a good reputation for honesty, integrity and confidentiality.
- i. Excellent written and oral communication skills.
- j. Excellent human relations skills with the ability to communicate effectively and deal courteously with the public, fellow employees, day care participants, families or caregivers on a daily basis by telephone or personal contact even though they may be irate and unreasonable on occasion.
- k. Must possess physical and mental ability to work independently.
- l. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- m. Ability to perform the duties of the job for the assigned work schedule.
- n. Ability to work a flexible schedule.
- o. Ability to concentrate and accomplish tasks despite interruptions.

Exempt

Safety Sensitive

8/17/01